

# PSB/MPD/PERSONNEL OFFICE

## WARRANT OFFICER APPLICATION CHECKLIST

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ SSN: \_\_\_\_\_ WOMOS: \_\_\_\_/\_\_\_\_/\_\_\_\_

- \_\_\_1. Microfiche or paper copies of all documents that would be in a microfiche, such as: all initial enlistment and reenlistment documents, latest promotion orders, awards, NCOERs, training certificates and DA Form 1059s
- \_\_\_2. DA Form 2A/2-1 or ERB
- \_\_\_3. Number of college credit hours (include transcripts if block 21 on DA Form 61 reflects college credit)
- \_\_\_4. Official DA photo
- \_\_\_5. DA Form 61 signed and completed IAW instructions in the sample packet **DA 61 Date** \_\_\_\_\_
- \_\_\_6. HT\_\_\_ WT\_\_\_ BF%\_\_\_ (**include BF% worksheet**) APFT score/date \_\_\_\_/\_\_\_\_ (< 6 mos old) **BASD** \_\_\_\_\_
- \_\_\_7. DOB\_\_\_ AGE\_\_\_ GT score\_\_\_ **Total AFS** \_\_\_\_\_
- \_\_\_8. DA Form 6256 is signed and completed (flight only) **AFASD Score** \_\_\_\_\_
- \_\_\_9. DA Form 4989-R is signed and completed (flight only)
- \_\_\_10. DA Form 160 signed and completed
- \_\_\_11. Physical: (complete physical must be included. "IS QUALIFIED FOR" block must state: WOC, WOCS, OCS, Officer, Warrant Officer etc. Physicals are valid from date initiated: flight (18 months); all others (24 months).
- \_\_\_12. Security Clearance (Interim Secret or higher verified by memorandum from current unit security manager)
- \_\_\_13. Current company commanders letter of recommendation (< 90 days old)
- \_\_\_14. Current battalion commanders letter of recommendation (< 90 days old)
- \_\_\_15. Interview/recommendation letter from a SWO (Aviation or Tech) (< 90 days old) (if required)
- \_\_\_16. Resume (Format should be IAW sample packet)
- \_\_\_17. Statement of understanding
- \_\_\_18. Moral waiver (required if individual marked yes in block 26 of DA Form 61) (one waiver per offense)  
\_\_\_ Prerequisite waiver (review prerequisites for MOS) (one waiver per prerequisite not met)  
\_\_\_ AFS waiver (12 or more years AFS) (8 or more years AFS for MOS 131A)
- \_\_\_19. Other documents as required by specific WO MOS
- \_\_\_ 6 semester hours of Engl (MOS 250N, 251A, 420A, 920A, 920B, 922A)  
\_\_\_ Paper copy of latest 3 NCOERs (MOS 920A, 920B, 922A)  
\_\_\_ Conditional release (Only for Non-Army servicemembers)  
\_\_\_ 2 Yrs remaining on active duty contract (Only for Non-Army servicemembers)  
\_\_\_ TABE test results (MOS 250N, 251A, 880A, 881A, 882A,)

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**PSD/MPD personnel may complete this checklist and authenticate below in lieu of preparing a separate endorsement.**

**I certify that servicemember is not flagged and is eligible to apply for this program.**

**REVIEWER (printed name and title):** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**DSN PHONE #:** \_\_\_\_\_ **COMM PHONE #:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_